

17.110 REQUISITION AND INVENTORY CONTROL:
EQUIPMENT, SUPPLIES, AND SERVICE

Procedure:

- A. Monthly Supply Requisition (Form 10):
 - 1. Use Form 10 to order in-stock supplies.
 - a. Enter the amount needed in the "Quantity" column.
 - b. The person completing the inventory and the unit commander will initial the Form 10 on the "Requesting Unit" line behind the unit's name.
 - c. Send the Form 10 to the Supply Unit by the 25th day of each month.
 - d. Supply Unit personnel will deliver filled monthly requisition orders to the individual districts, sections, and units.
- B. Equipment/Supply/Service Order Form (Form 630):
 - 1. Include the following information when completing a Form 630:
 - a. Name, badge, unit, organization code, and phone number.
 - b. Quantity of item.
 - c. Model, catalog, or item number.
 - d. Description of item.
 - e. Vendor name. (if in question whether it is a contract item, please contact Supply Unit)
 - f. Price of item.
 - g. Vendor address with phone number, if not a contract item.
 - h. Shipping charges; if no shipping charges, please state this on Form 630.

2. District, section, and unit commanders will review, approve, and initial all Form 630's. Submit approved Form 630's through the bureau commander to the Equipment Section. The Fiscal and Budget Section will begin one of the following:
 - a. Stock Items: Determine if the requisition is for a stock item(s) in supply at 314 Broadway and/or City Stores.
 - 1) The district, section, or unit will pick up requisition orders at the Supply Unit.
 - b. Local Contracts for Equipment/Supplies: Process requisitions for equipment and supplies that are not stock items but can be purchased from local suppliers who have a blanket contract with the City's Purchasing Department.
 - 1) Blanket contracts are arranged by the Purchasing Department and are subject to change without notice. Contact the Fiscal and Budget Section to determine if the local company is still contracted to do business with the City before preparing a Form 630.
 - 2) Respond to the Supply Unit for a Term Purchase Release.
 - c. Services: The Fiscal and Budget Section will process a requisition for services provided by Division personnel and/or other City Departments (moving office equipment, electrical wiring, plumbing, etc.) that is less than \$100.00.
 - d. \$100.00 Limit: Route directly to the Resource Bureau Commander requisitions for services and/or supplies listed in Sections B.1.b. and B.1.c. that require spending more than \$100.00.

3. Equipment/Supplies and Services not provided by the Police Division or other City Departments: Requisitions for equipment/supplies and services not provided by the Police Division or other City Departments (except Information Technology Management Section) will be routed to the Fiscal and Budget Section.
 - a. The Fiscal and Budget Section will review the requisition and authorize the spending of funds or refer the request to the Division's Resource Allocation Committee for approval or disapproval. Members of this committee are bureau commanders.
 4. Submit a Form 630 for unforeseen emergency needs.
 - a. A Form 17 fully describing and justifying the unforeseen emergency must accompany the Form 630.
 5. Order items or services paid for with grant funds on a Form 630.
- C. Office and Technical Equipment Account (OTEA Form 1):
1. Use OTEA Form 1 to order office and technical equipment (except Information Technology Management Section); e.g., desks, chairs, typewriters, cameras, tape recorders, etc.
 - a. Forms are accepted only during the February/March biennial order period.
 2. Instructions for completing OTEA Form 1 are listed on a separate form.
 3. District, section, and unit commanders will numerically prioritize all items submitted from their personnel.
 - a. Bureau commanders will numerically prioritize for the bureau.
 - b. The Police Chief will prioritize for the Division.

4. Completed Form 1's will be routed to the Fiscal and Budget Section who will:
 - a. Prepare a composite report of all requests, listing monetary value for each bureau, district, section, and unit.
 - b. Prepare Forms 44-S, where necessary.
 - c. Deliver to the Safety Director for his priority and approval.
5. Supply Unit will accept delivery of items, apply inventory numbers, and update inventory records before delivery to requesting units.
 - a. Fiscal and Budget Section will determine which items should be delivered directly to the requesting unit, because installation is required or the item is too heavy for police transportation, and will provide the necessary delivery instructions.

D. Inventory - Office and Technical Equipment:

1. The Supply Unit Commander will maintain an inventory record of all Police Division office and technical equipment of substantial value or readily susceptible to loss or theft. (Information Technology Management Section will maintain the inventory within their unit.)
 - a. The Supply Unit Commander will determine which articles to record on the inventory, following Supply Unit SOP.
 - b. Articles will be identified by a four or five digit metal tag attached to each item.
2. Supply Unit will provide each district, section, and unit commander with an inventory of equipment assigned to their unit.
3. The OIC of each district, section, or unit will be responsible for all office and technical equipment under his control. He will:

- a. Conduct an inventory and inspection of equipment by January 15 of each year. Submit results to the Supply Unit within 30 days.
 - b. Conduct an inventory and inspection of equipment within 30 days upon change of district, section, or unit commander. Submit results to the Supply Unit.
- 4. The OIC of each district, section, and unit will submit a Form 630 through channels requesting the transfer of equipment between districts, sections, and units.
 - a. A representative of the Supply Unit will sign the completed Form 630.
 - 1) A district, section, or unit representative will sign the Form 630 showing receipt of the equipment transferred.
 - b. When necessary Supply Unit will help with the transfer by providing personnel and equipment for the move. The Supply Unit records once the transfer is completed.
- 5. The unit OIC will, via a Form 630, request Supply Unit to pick up and return to stock any large equipment no longer needed in that unit.
 - a. Units will transport, along with a Form 630, small pieces of equipment to the Supply Unit.
 - b. A representative of the Supply Unit will sign the Form 630's as having received such equipment.
- 6. Return broken, worn-out equipment, etc., to the Supply Unit for disposal according to City Purchasing rules. Such items, even though only scrap, are sold and money returned to the treasurer.
 - a. Document the return of these items on a Form 630 with a representative of the Supply Unit signing the Form 630 as a receipt of the equipment.

7. Unit commanders will be alert for equipment without identifying tags or tags which have been defaced or removed. Bring such conditions to the attention of the Supply Unit so the condition can be corrected.
8. To ensure unit inventory books are current, complete, and correct, Inspections Section will conduct periodic random audits of unit inventory books.

E. Inventory - Consumer Supplies:

1. District, section, and unit commanders will keep consumable supplies (paper, pencils, film, paper clips, flares, etc.) under the control of designated personnel. Maintain a perpetual inventory to prevent the need for a total monthly recount.
 - a. Access to such supplies should be available whenever a unit is open for business, yet still under the control of designated personnel.
2. District, section, and unit commanders will develop a Standard Operating Procedure (SOP) to meet individual unit needs and help personnel obtain supplies from unit stock. The SOP should:
 - a. State the location of various supplies.
 - b. Identify personnel authorized to dispense supplies.
 - c. Establish a simple method for keeping a perpetual inventory

F. Information Technology Management Section

1. Information systems will be requested and purchased in accordance with Procedure 14.200 INFORMATION SYSTEMS.
2. The Information Technology Management Section commander will maintain an inventory record of all Police Division information technology.

Procedure 17.110 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 28

Equipment, Requisitioning

17.110

Form 630 pg. 1

Inventory - Consumer Supplies pg. 5

Inventory - Office & Technical Equipment pg. 4

Office & Technical Equipment Requests pg. 3

Procedure pg. 1

Services pg. 2

Stock Items pg. 1

Page 40

INSPECTION:

Requisitioning and Inventory Control:

Equipment, 17.110

Supplies, and Service

Form 630 pg. 1

Inventory - Consumer Supplies pg. 5

Inventory - Office & Technical Equipment pg. 4

Office & Technical Equipment Requests pg. 3

Procedure pg. 1

Services pg. 2

Stock Items pg. 1

Page 52

Office and Technical Equipment, Ordering

17.110

Form 630 pg. 1

Inventory - Consumer Supplies pg. 5

Inventory - Office & Technical Equipment pg. 4

Office & Technical Equipment Requests pg. 3

Procedure pg. 1

Services pg. 2

Stock Items pg. 1

Page 68

Requisitioning and Inventory Control: Equipment,

17.110

Supplies, and Service

Form 630 pg. 1